

PERMIT ASSISTANT

NATURE OF WORK

This is responsible clerical work involving the permit application and processing functions of the Building and Safety Department

Work involves responsibility for receiving applications for permits, licenses, exams and registrations over the service counter, by mail or fax and processing the application through the entire process from entry to conclusion of inspection. Work also includes interpreting and explaining codes, ordinances and regulations pertaining to permit application and inspections to construction contractors, architects, builders, property owners and the general public. General supervision is received from a technical or administrative superior with work being reviewed for adherence to office procedures, policies and the Lincoln Municipal Code.

EXAMPLES OF WORK PERFORMED

Processes permit applications received over the counter, through the mail and by fax; reviews applications for completeness and accuracy prior to entry into the permit computer tracking system.

Processes payments by check or cash; verifies that the amount was calculated correctly and applied to the proper permit document; balances the office receipts/cash drawer on a daily basis.

Answers questions from contractors, property owners, staff and the general public to resolve any issues with the permit application, inspection or account balances, insurance, bond and registrations.

Composes, types and distributes correspondence in the form of legal notices, letters, memorandum, meeting minutes and departmental reports.

Processes permit and license violations and follow-up to conclusion of violation.

Interprets and explains codes, ordinances, regulations, policies and procedures to contractors, architects, builders, trades people, property owners and the general public; answers inquiries relating to building, plumbing, electrical, HVAC and zoning, housing and fire prevention codes and permit and inspection requirements.

Performs related work as required.

DESIRABLE KNOWLEDGES, ABILITIES AND SKILLS

Considerable knowledge of the codes and regulations pertaining to permit applications, inspection requirements and fee accounting, and tradesman registration and exams.

Knowledge of zoning, construction, housing and fire prevention regulations and related ordinances pertaining to permit application and inspections.

Knowledge of legal procedures as related to municipal and county codes and ordinances.

Ability to establish and maintain effective working relationships with co-workers, contractors, trades people, builders, architects, property owners, representatives from other agencies and departments, and the general public.

Ability to express oneself clearly and concisely, both orally and in writing.

Ability to use a computer for entry, research and information retrieval.

DESIRABLE TRAINING AND EXPERIENCE

Graduation from a senior high school or equivalent supplemented by an associates degree in business, and some experience in the processing of permits.

MINIMUM QUALIFICATIONS

Graduation from a senior high school or equivalent; ability to proficiently type at least 40 words per minute net after errors and to pass a data entry test; or any equivalent combination of training and experience which provides the desirable knowledge, abilities and skills.

Approved by: _____
Department Head Personnel Director

9/2002

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